

Classification FAQ's

1. What is the purpose of classification?

The primary objective of position classification is to analyze an employee's current duties and responsibilities, the qualifications and requirements necessary to perform these duties, so as to allocate the employee's position to the proper classification. Accurate position classification is vital as it reflects the alignment of organizational goals into specific positions and also impacts other elements of the human resource system to include salary range determination, recruitment and selection, development of performance plans, and ultimately employee compensation.

2. What is the difference between Job Analysis and Position Analysis?

Job Analysis is the process of evaluating general statewide duties and functions that are performed within a certain Job Title. Job Analysis is used for the development of statewide job descriptions, the determination of hierarchy within a job family, and the comparison of job activities for consistency in job classification and salary survey data.

Position Analysis is the process of evaluating each individual position within an agency. Although each position is attached to a Job Title, the percentage of time and actual duties performed may vary from position to position. Position analysis is more specific than job analysis and is used for position classification, recruitment and selection, the development of examination tools, the development of interview questions, the development of performance management standards, and the ability to identify essential functions for reasonable accommodations.

3. What information is used to determine the classification of a position?

Classification is based upon the objective elements of a position, such as duties and responsibilities, and does not consider the status of an incumbent. Factors that are considered include such elements as the nature, scope and level of the duties and responsibilities; knowledge required to perform the duties; the relationship of the position to other positions; supervision given or received; and exercise of independent judgment. Information relative to the employee's length of service, time spent at the maximum salary level of the position or the quality of performance is not considered in determining the appropriate classification of a position.

4. How is information about my position gathered?

A human resource professional will need to gather information from personnel records and the employee's supervisor to include a current job description, position description, performance plan, organization chart, and/or information about new duties and tasks that have been assigned. In order to help provide this information to Human Resources, the incumbent may be asked by his/her supervisor to complete a UJM PAF (Position Analysis Form). If, after review of the information, the HR professional determines that more information is needed, they may schedule and conduct a fact finding interview in order to gather current facts about the employee's position. During the interview process, a series of questions pertaining to the information outlined in the completed position analysis form and any changes relative to the position duties and responsibilities are discussed. The HR professional may interview the employee and their supervisor, and/or other managers to obtain and clarify information about the duties and responsibilities of the position. The quality

and quantity of work, however, will not be reviewed; quality and quantity are related to performance, not classification. While classification reviews often reveal that positions are properly classified, incumbents may be re-classified to a lower level or higher level position that better fits the duties and responsibilities being performed.

5. When is it appropriate to request a classification review of my position? What do I need to do to have my position reviewed?

Organizations are constantly changing, due to new programs, procedures and technologies; therefore, the duties and responsibilities of particular positions can be affected. A request for a classification review should typically be made to the employee's supervisor when the duties and responsibilities of the position have changed significantly and/or evolved over time to the point of performing duties that require a different skill set, level of complexity, knowledge, and/or scope of work. The supervisor reviews all employee requests and may advance the request to the Human Resource Field Office.

Before a position is reviewed for proper classification, an employee must complete a UJM PAF and submit it to their Supervisor. The supervisor reviews the PAF, includes any additional information, and submits everything to the Human Resource Field Office. An HR Field Office professional will conduct a review, request further information if needed and make a determination as to whether or not there is sufficient justification to proceed with a formal position classification review. The final review may include a fact finding interview conducted by the Human Resources professional to assist in better understanding the duties and responsibilities assigned to the employee. In addition, the review might include comparing this position with other similar positions to determine equity within an agency and across agency lines.

6. How can I prepare for a classification review of my position?

If an employee's position is being reviewed, and he or she is notified that there will be a fact finding interview, following are some steps the employee can take to prepare for the interview:

a) Think About Current Position

- Does the employee's present position description accurately reflect the duties and responsibilities being performed?
- What type of assignments has the employee been given in the last year?
- What major duties are being performed (those that take the most time) on the job?
- Can the employee determine rough percentages of time for the major categories of work that is performed?
- What accountability and/or responsibility does the employee have?
- What written guidelines does the employee use?
- How does the employee's supervisor review work completed by the employee?

b) Be Prepared for the Fact Finding Interview

- Emphasize the major areas of work and how the job duties and responsibilities fit into the program's operations.

- Do not understate the duties or responsibilities, but do not exaggerate them.
- Make sure that at the completion of the review, the HR professional has a good understanding of the employee's position.
- It may be helpful to make some notes before the interview, or to outline what to tell the interviewer. Having samples of work at hand is very useful.

7. What if I do not agree with the classification decision made on my position?

If an employee does not agree with a position classification decision, the employee may appeal the classification decision based on the duties and responsibilities of their position. An appeal must be filed no later than 10 working days after the date the employee receives written notification of the classification decision. The appeal shall be made by completing the Department of Human Resource Management (DHRM) Position Classification Grievance Form; the form must be filed with DHRM consistent with the above time frames. The grievance form and further information may be obtained from the Human Resource Field Office, DHRM Administration, or the DHRM Website.

8. How is my classification and pay determined?

A job classification is determined by a process called job analysis. Job descriptions are reviewed by classification professionals in Human Resources who assign and approve classification titles. A pay range is assigned to each job title by DHRM. An individual's pay and movement within a salary range is determined by many factors such as the agency's or department's budget, legislative pay increases, and other factors. Job descriptions and pay ranges are available for viewing by visiting the DHRM web site at: <http://www.dhrm.utah.gov>. To view job descriptions, click on Jobs, Classification, and then Job Descriptions. For pay ranges click on Compensation. Under the compensation title you can view salary ranges by job and also view current pay plans.

9. How are classification and salary range determination related?

Classification is the process of determining the right fit for an employee in regards to job title and duties that are being performed. Salary range is determined by salary surveys that compare these duties with similar duties in the local market or western states market. These surveys are conducted annually by DHRM who makes recommendations to the Governor and legislature for increases in salary ranges to state jobs. If approved by the Governor and legislature, these increases occur at the beginning of the fiscal year and are known as Market Comparability Adjustments.

10. Will I be reclassified if I pick up new work from a vacant position?

The answer to this question depends on where the work came from and the level of work being performed. If the duties from a vacant position are equal in level to the duties that an employee is currently performing, then the current classification will remain the same; however, if the new duties require a different level of knowledge, complexity, and scope of work, then a reclassification may be warranted.

11. What do I need to do to have the position(s) in my office reviewed?

When an employee's job duties and responsibilities have changed or when a supervisor reorganizes department operations and services affecting an employee's position functions,

the employee and/or supervisor need to complete a UJM PAF that specifically reflects the duties that are being performed. Once complete, the supervisor forwards all information to their HR Field Office. A Human Resource Field Office professional then begins the review and determination process.

12. Where do I get a UJM PAF (Utah Job Match Position Analysis Form)?

This form is available on the DHRM website at: www.dhrm.utah.gov: Select Jobs, Classification and then UJM Position Analysis Form.

This form is also available from your Human Resource Field Office, or DHRM Administration.

13. Where can I get a copy of the Classification section of the DHRM Rules?

These rules are available on the DHRM website at www.dhrm.utah.gov. Select Policies, then click on Human Resources Management Rules, select the current year, then scroll down and click on the classification section in the Table of Contents.

Copies of classification rules can also be obtained from your Human Resources Field Office contact person, or DHRM Administration.